

# **Supplementary Authorization Guideline Book**



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**California Commission on Teacher Credentialing  
Certification, Assignment and Waivers Division  
1900 Capitol Avenue  
Sacramento, California 95814**

## Supplementary Authorizations

*Introductory* supplementary authorizations may be added to the Single Subject, Standard Secondary, and Special Secondary (in academic subject areas only) Teaching Credentials and authorize the holder to teach the supplementary subject matter content typically included in curriculum guidelines and textbooks for study in grades 9 and below. This allows an employer to assign a teacher with an introductory supplementary authorization to teach a class in which the curriculum is for grades 9 and below but the students in the class may be in grades K-12.

Supplementary authorizations added to a Multiple Subject or Standard Elementary Teaching Credential authorize the holder to teach departmentalized classes related to the supplementary authorization listed on their credential in grades 9 and below. Elementary credentials will list the same subjects but the word “Introductory” is not used.

*Specific* supplementary authorizations may be added to Single Subject, Standard Secondary and Special Secondary (in academic subject areas only) Teaching Credentials and authorize the holder to teach the specific subject in grades preschool, kindergarten-12, and classes organized primarily for adults.

Supplementary Authorizations May Be Added To	Supplementary Authorizations <u>May Not</u> Be Added To
Single Subject Credential Multiple Subject Credential Standard Elementary and Secondary Credentials University Internship Credential ( <i>Multiple and Single Subject only</i> ) Special Secondary Credential in <i>Academic Subject</i> Art, Business Education, Homemaking, Industrial Arts, Music, Physical Education, Speech Arts, and Vocational Agriculture	General Kindergarten-Primary, Elementary, Junior High, or Secondary Credential District Intern Credential Individualized Internship Certificate Pre-Internship Certificate Special Secondary Credential in <i>Non-Academic Subject</i> Aviation, Blind, Deaf, Lip Reading, Nursing Education, Partially Sighted Child, Public Safety and Accident Prevention Including Driver Education and Driver Training, Sciences Basic to Medicine, Correction of Speech Defects, and Mentally Retarded Special Education Credential ( <i>current or previous</i> ) Adult or Vocational Credential

A subject area that is already listed on the applicant’s basic teaching credential cannot be added as a supplementary authorization. This includes the following:

- 1) Dance to a single subject credential in a physical education,
- 2) Drama, journalism, speech, or literature to a single subject credential in English, and
- 3) Photography to a single subject credential in art.

Economics may be added to a single subject credential in business as the supplementary authorization in economics is considered to be a social science. Supplementary authorizations, even those that fall within the major or minor may be added to a Standard Secondary Teaching Credential. The Standard Secondary Teaching Credential authorizes services in grades 7-12. The introductory supplementary authorization authorizes service in grades 9 and below and a specific supplementary authorization authorizes service in grades K-12. Obtaining a supplementary authorization for these individuals will expand the grade level authorization in the subject area.

*Acceptable course work must be:*

- a. completed with a grade of "C" or better ("credit," "passing," or "satisfactory" is acceptable),
- b. applicable toward (elective or non-elective) a bachelor's degree or a higher degree (non-remedial),
- c. taken at a regionally accredited institution,
- d. granted regular quarter or semester hour credit, and
- e. from the subject department of the supplementary authorization being sought.

*The following course work may be used if it meets the criteria listed above:*

- a. community college, correspondence, on-line, or extension course work, or
- b. advanced placement units (requires an official transcript of the course and written verification from the college or university admission or registrars office that the units were used towards a bachelor's degree and are in the subject category of the requested supplementary authorization).

*Unacceptable course work is:*

- a. not applicable toward a bachelor's degree or a higher degree (remedial),
- b. professional development or continuing education units,
- c. in-service training or workshops,
- d. education and education methodology course work unless:
  - a letter is provided from the chair of the subject area department stating that the course is equivalent to one offered by that department or
  - the supplementary subject requested is health science or computer concepts and applications and if the course work has been used to meet a requirement to earn a professional clear credential such as Computers in an Education Setting, and
- e. from a department other than the supplementary authorization being sought unless a letter is provided from the chair of the subject area department stating that the course is equivalent to one offered by that department.

## **Qualifying for a Supplementary Authorization**

An applicant will qualify for a supplementary authorization upon the completion of either a or b below:

- a. Twenty semester units or ten upper division semester units, or the equivalent quarter units, of non-remedial course work in the subject requested. *Introductory* subjects require at least one course in each of the content areas listed; the balance of the ten or twenty units may be in any course within the subject category. For *specific* subjects, the same unit total is required.
- b. A collegiate major from a regionally accredited college or university in a subject directly related to the subject to be listed on the credential.

## Evaluation for the Supplementary Authorizations

Evaluations for supplementary authorizations are the responsibility of the staff in the Commission's Certification Division. The Commission does not evaluate for supplementary authorizations for free. An application, appropriate fee, and supporting materials are required. Each request is evaluated on an individual basis. Evaluations are based on the information submitted in the application packet which may include official transcripts, catalog course descriptions, and other supporting materials. There are no approved programs for supplementary authorizations at the colleges and universities with the exception of an approved Introductory Mathematics authorization through the University of California, Los Angeles. The approved program route, which does not supercede the 20 semester unit requirement, was established by the passage of AB 496 in 1998. This is the only program that has been submitted under this route. Commission staff cannot approve courses for supplementary authorization on the telephone. If the Commission does not accept a course, the applicant may want to obtain a letter that will verify the content of the course in question as meeting the requirement as listed in (d) and (e) under *Unacceptable Course Work* on page 2 of this guideline book. The burden of proof rests with the applicant.

In January 2005, the Commission began issuing subject matter authorizations which require 32 semester units of course work or a degree in the requested subject area. The decision whether an individual needs to hold a supplementary or subject matter authorization should be addressed to the local employing agency. The Commission cannot respond to these questions as it is an employment issue and the authorization for both is essentially the same. The Commission has developed a guide for the subject matter authorizations. It may be found on the Commission's web site at <http://www.ctc.ca.gov/credentials/manuals-handbooks/Subject-Matter-Auth.pdf>.

If an individual applies for a subject matter authorization but does not qualify for the new authorization, the Commission will return the application unless the application is specifically marked as "*subject matter authorization or supplementary authorization*". If marked as such, the Commission will issue the supplementary authorization and include a report of evaluation to allow the applicant to know what he/she need to complete to earn the subject matter authorization. If the application is not marked as noted above, it will be returned to the applicant or, in the case of a college or university recommendation, to the recommending institution. The Commission will request the course work missing for the subject matter authorization and inform the applicant whether he/she qualifies for a supplementary authorization. The letter will also ask the applicant if he/she would like the Commission to issue the supplementary authorization if the subject matter authorization requirements are not met.

If an individual applies for a supplementary authorization but qualifies for a subject matter authorization in the subject area, the Commission will issue the subject matter authorization without returning the application packet.

When a credential holder converts a supplementary authorization to a subject matter authorization in the same subject area, the Commission will remove the supplementary authorization from the document and list only the new subject matter authorization. The Commission does not issue nor list duplicative authorizations. An authorization that is equivalent to or broadens either the authorization or the grade level of the credential the individual holds no longer needs to be listed on the document. This is true for holders of an introductory supplementary authorization in art, English, languages other than English, mathematics, music, science, and social science that qualify for an introductory subject matter authorization in these subject areas. For example, the holder of an Introductory English

supplementary authorization that earns an Introductory English subject matter authorization will receive a document with the subject matter authorization.

There are also specific supplementary authorizations that may be converted to specific subject matter authorizations. For subject matter authorizations, the specific supplementary authorization of US Government and US Civics has been renamed Civics/Government, Drawing and Painting is now Two Dimensional Art, and US History and California History and World History is now listed as History. The Commission does not issue supplementary authorizations in the subject matter authorizations subject areas of Art History/Appreciation and Three Dimensional Art.

## Introductory Supplementary Authorizations

The subjects which may be listed as supplementary authorizations on a credential are printed below in ***bold italics***. On secondary credentials, the subjects are identified as *introductory* subjects. An introductory supplementary authorization requires the verification of at least one course in each content area listed after that subject.

A guide to course work that may be used for the supplementary authorizations subject areas is the *Subjects Within the Single Subject Area* list found in the Appendix of the Administrator's Assignment Manual. The list may be accessed from the Commission's website at [http://www.ctc.ca.gov/credentials/manuals-handbooks/AdminAssign\\_2001.pdf](http://www.ctc.ca.gov/credentials/manuals-handbooks/AdminAssign_2001.pdf). Note this is a guide not a guarantee that the course work will be acceptable.

**(Introductory) Agriculture:** •animal science •plant science •agricultural mechanics

- Plant science course may be found in the life science/biology department.

**(Introductory) Art:** •drawing and painting •art history or appreciation •crafts

- The area of crafts may be satisfied with courses such as ceramics, printmaking, silk-screening, lithography, etching, relief, jewelry, ceramics, stone setting, sculpture, metalworking, glass making, papermaking, fiber art, weaving, candle making, and picture framing.
- An education course in Art for the Elementary Teacher may cover the crafts areas but a course description will be required to verify content.
- Photography is in the art category and may be used towards the overall unit requirement but will not satisfy the specific area of crafts.

**(Introductory) Business:** •business management •business marketing or introduction to business •computer concepts and applications •economics •business communications or business English •accounting

- A degree in business administration will qualify for a supplementary in Introductory Business.
- Course work may be found in both the business and social science departments.

**Computer Concepts and Applications:** •software evaluation and selection •hardware operation and functions •classroom uses of computers

- This authorization is only listed on elementary credentials as an introductory subject. See the Specific Subjects section beginning on page 7 for the secondary credential authorization in this subject.
- An Introduction to Data Processing may be used for hardware operations and functions.

- Java, Cobol, Basic, and Pascal are examples of computer languages and do not apply to hardware. These courses are acceptable as electives toward the overall unit requirement only.

**(Introductory) English:** •grammar or language structure •composition •literature

- The Basic English courses required for a bachelor's degree, often numbered 1A and 1B, will not clear the grammar area. Course descriptions are usually needed to verify that a course covers grammar or language structure unless it is clearly mentioned in the course title. Key words or concepts for language structure are sentence structure and functions of the English verb system.
- One composition and one advanced composition course will meet the grammar or language structure and composition areas. One advanced composition and either a creative writing or applied composition course may also be used to meet the grammar or language structure and composition areas.
- Course work in foreign language literature is acceptable.

**(Introductory) Health Science:** •substance abuse (including alcohol, drug, and tobacco) •family life education (including human sexuality, HIV/AIDS, and sexually transmitted diseases) •nutrition •comprehensive school health systems or programs •health education theory, behavior, or foundations

- A course may cover more than one subject area but the units are only counted once. More than one course may be needed to clear family life education.
- Some courses may be found in the education, sociology, or psychology departments.

**(Introductory) Home Economics:** •food and nutrition •clothing •child development •family life and parenting ►at least one of the courses must contain a laboratory component

- Course work must include a combination of food and nutrition. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.
- Course work must include a combination of family life and parenting. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.
- The laboratory component may be found in the food, clothing, or child development areas. A field experience from the child development department will meet the laboratory component.

**(Introductory) Industrial Arts:** •drafting or graphic arts •woods or metals •electricity or electronics

- Drafting courses may be found in the math department.
- Graphic arts courses may be found in the art department.

**(Introductory) Language Other than English:** •grammar •composition •conversation •literature

►verification of oral language proficiency in the language to be listed on the credential by either:

- passage of the speaking and listening sections of Test 6 of the Crosscultural Language and Academic Development/Bilingual Crosscultural Language and Academic Development (CLAD/BCLAD) Examinations; **or**
- a letter from the chair of the Language Department of a regionally accredited four-year college or university verifying that the applicant's oral proficiency is equivalent to that of a person with a bachelor's degree with a major in that language; **or**
- a letter from an authorized person at a college or university that has an approved Bilingual Crosscultural Language and Academic Development (BCLAD) Emphasis Credential program stating that the applicant's oral proficiency in the language is equivalent to the level required to complete that program.

**Introductory Mathematics:** •college algebra •geometry •development of the real number system or introduction to mathematics ►three courses in calculus or other mathematics courses for which algebra and geometry are prerequisites meets all content area requirements

- Course work must be college level mathematics or higher.
- Algebra courses must be for credit, applicable towards a degree, and, if completed at the community college level, transferable to a four-year institution to be acceptable. Elementary algebra courses may or may not meet these requirements. If trying to use an elementary algebra course, a course description will need to be submitted to verify the acceptability.
- Three courses in calculus will clear all of the specific course requirements but the applicant must still have the required 10/20 units.
- If the applicant has only one or two courses in calculus, the calculus courses will be accepted on a one for one basis to clear the areas of algebra, geometry, and development of the real number system or introduction to mathematics. The individual will need to complete additional course work in the required content areas not covered by a calculus course. For example, an individual with course work in calculus, real number system, and statistics will need to complete a course in algebra if the calculus course is used to cover the geometry area or vice versa. Nothing changes regarding the overall 10/20 semester units required for the supplementary authorization..
- Personal enrichment-type mathematics courses are not acceptable.
- One mathematics-based computer course and one statistics course in any department are acceptable as additional units toward the required 10/20 units.

**(Introductory) Music:** •vocal music •instrumental music •music history or appreciation •music theory

- Harmony is acceptable for music theory.

**(Introductory) Physical Education:** •team sports and games •fundamental and creative movement skills (such as dance and gymnastics) •human movement motor development and/or motor learning •individual, dual, nontraditional and global sports and games (such as aquatics, conditioning, and archery)

- Some additional examples of individual, dual, nontraditional and global sports and games are golf, bowling, skiing (water & snow), racquetball, lacrosse, cricket, team handball, and tennis.

**(Introductory) Science:** •biological sciences •chemistry •geosciences •physics ►the course work must include a one-year sequence of courses in at least two of the listed subject areas and at least one course must include a laboratory component

- A degree directly related to science will qualify an individual for the Introductory Science supplementary authorization. For example, a major in biology, oceanography, physics, chemistry, meteorology or any related science will meet the requirement.
- *Biological sciences:* anatomy; bioethics; biology; botany; DNA and RNA structure; ecology; environmental science; evolution; genetics; marine biology; microbiology; physiology; structure and function of cells; and zoology.
- *Chemistry:* atomic, molecular, and ionic structures; chemical reactions; properties and processes of elements, compounds, mixtures, inorganic and organic substances; properties of molecules; qualitative and quantitative analysis; and state of matter including models of gases, liquids and solids.
- *Geoscience:* astronomy; cosmology; earth science/resources; forestry; fossils; geology; meteorology; mineralogy; oceanography; paleontology; soil science; and weather and climate.
- *Physics:* electromagnetic radiation including spectra, visible light and color; fission; fusion and vaporization; geodynamics; gravitation; light and optics; nuclear and atomic physics; principles of mechanics, heat, electricity, and magnetism; principles of momentum and energy; quantum theory; thermodynamics; and wave and particle motion.

- A *one-year sequence of courses* is course work that builds on ideas from the previous course in a single discipline area. The courses do not have to be taken at the same institution or in the same year. The Commission will use course numbering, prerequisites, and course descriptions as guides when evaluating for the one-year sequence.

**(Introductory) Social Science:** •United States history •California history •world history •geography •United States government

- The social sciences are unique in that they encompass many different academic disciplines. A supplementary authorization in social science will not be granted unless the degree is in social science or social studies. A degree in a specific social science (history, psychology, sociology, or anthropology) does not qualify an applicant for a supplementary authorization in social science.
- A course covering the overall history of California is needed. Courses focusing on one specific geographical area of California such as the History of San Francisco are acceptable as electives only. They will not satisfy the history of California requirement.
- World history courses are non-United States or region courses. This would include course such as the history of Greece, Soviet Union, China, or England. A western civilization course may be used to meet the world history content area for an Introductory Social Science supplementary authorization.

## Specific Supplementary Authorizations

### Accounting including Finance

- Course work must include a combination of accounting and finance. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.
- A degree in business does not qualify for a supplementary authorization in accounting including finance.

### Agricultural Mechanics

### Animal Science

- The course work may be found in the agriculture department.

### Anthropology

### Auto Mechanics

**Biological Sciences:** *course of study must include* •molecular and cellular biology •biology of organisms •evolution ►at least one of the courses must include a laboratory component

- A course may cover more than one subject area but the units are only counted once. Course descriptions are usually required.
- Any life science course work will count towards the remaining 10/20 units.
- See examples of biological science and related course work in the notes for Introductory Science. Kinesiology is not applicable.

**Chemistry:** *course of study must include* •structure and stability •chemical reactions ►at least one of the courses must include a laboratory component

- A course may cover more than one subject area but the units are only counted once. Course descriptions are usually required.
- Any chemistry course work will count towards the remaining 10/20 units.



- See examples of chemistry and related course work in the notes for Introductory Science.

**Child Development (home economics)** ► at least one of the courses must include a laboratory component

- A field experience from the child development department will meet the laboratory component.

**Clothing and Textiles (home economics)** ► at least one of the courses must include a laboratory component

- Course work must include a combination of clothing and textiles. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.

**Comparative Political Systems and International Relations**

- Course work must include a combination of comparative political systems and international relations. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.
- Course work in specific governments, such as U.S. Government, may be used to reach the 10/20 units.

**Computer Concepts and Applications**

- Computer courses offered in the education department may be used.

**Consumer Education (home economics)****Crafts, including Jewelry and Ceramics (art)**

- See notes for Introductory Art.

**Dance**

- Courses may be offered in departments such as physical education or anthropology.

**Drafting**

- Course work may be found in the math department.

**Drama**

- Course work may be found in the English, drama, and theatre departments.
- All aspects of drama or theatre are acceptable including courses in costume design, lighting, sound, props, and makeup.

**Economics**

- This is a social science subject area. If course work is not in the economics department, review the course content and request a letter from the economics department, if necessary.

**Economic and Consumer Education**

- Consumer education courses from the consumer science or home economics departments are acceptable. This is a business subject area.

**Electronics****English Composition**

- A degree in English will qualify for a supplementary in English Composition.

**Family Life and Parenting (home economics)**

- Course work must include a combination of family life and parenting. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.

**Family Life Education including Drug, Alcohol and Tobacco Use Prevention (health science):**  
*course of study must include* •sexually transmitted diseases including HIV/AIDS •human development and human sexuality •parenting education •violence prevention •drug, alcohol and tobacco use prevention and cessation

- Health education courses from the education department are acceptable if the course work has been used to meet the health education requirement to earn a professional clear credential.
- Some courses may be offered in the sociology or psychology departments.

**Food and Nutrition (home economics)** ► at least one of the courses must include a laboratory component

- Course work must include a combination of food and nutrition. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.

**Forestry and Horticulture**

- Course work must include a combination of forestry and horticulture. A single course may cover both areas. A course in each is not needed but both subjects must be covered in the 10/20 units.

**Geography****Geosciences:** *course of study must include* •astronomy •geology •meteorology •oceanography ► at least one of the courses must include a laboratory component

- A course may cover more than one subject area but the units are only counted once. Course descriptions are usually required.
- Any geoscience course work will count towards the remaining 10 or 20 units.
- See examples of geoscience and related course work in the notes for Introductory Science.
- Physical geography is not acceptable to meet the geoscience requirement unless the head of the earth science/geology department verifies that the course is applicable as a geoscience course required for a degree in geoscience.
- A course in marine science may meet the oceanography area requirement but marine biology does not necessarily meet that requirement. A course description will be needed.
- Any two courses will be considered a sequence since geoscience courses may be taken in any order.

**Graphic Arts**

**Industrial Crafts and Plastics**

- Course work must include a combination of industrial crafts and plastics. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.

**Instrumental Music**

- This may include course work in theory and conducting.

**Interior Design (home economics)** ► at least one of the courses must include a laboratory component

**Journalism****Literature**

- Literature courses may be offered in any language department.
- A degree in English will qualify for a supplementary in literature.

**Marketing/Entrepreneurship**

- Course work must include a combination of marketing and entrepreneurship. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.
- Entrepreneurship is owning and operating a business.
- Course work in retail merchandising, advertising, consumer behavior, sales promotion, and salesmanship is acceptable.
- A degree in business does not qualify for a supplementary authorization in marketing/entrepreneurship.

**Metals (industrials arts)****Office Technologies Including Word Processing and Business Communications**

- Course work in word and data processing, business management, personnel management, information systems, business communications, business English, shorthand, typing, and business law is acceptable.
- A degree in business does not qualify for a supplementary authorization in office technologies including word processing and business communications.
- Course work must include a combination of office technologies, word processing and business communications. A single course may cover the areas but is counted only once towards the total number of units. A course in each is not needed but all subjects must be covered in the 10/20 units.

**Ornamental Horticulture**

- Course work may be found in the agriculture department.

**Painting and Drawing**

- Course work must include a combination of painting and drawing . A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.

**Photography**

**Physics:** *course of study must include* •energy-mechanics •energy-heat •energy-electricity and magnetism •wave motion •atomic and nuclear physics ►at least one of the courses must include a laboratory component

- A course may cover more than one subject area but the units are only counted once. Course descriptions are usually required.
- Any physics course work will count towards the remaining 10 or 20 units.
- See examples of physics and related course work in the notes for Introductory Science.
- Course work may be found in the engineering department.

### **Plant Science**

- Plant science is a life science.

### **Plastics (industrial arts)**

### **Psychology**

### **Sociology**

### **Speech**

- Course work may be found in the communications or English departments.

### **US Government and US Civics**

- Civics is an individual's participation in government such as voting.
- Course work must include a combination of US Government and US Civics. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.

### **US History and California History**

- At least one course covering the overall History of California is needed. Courses focusing on one specific geographical area of California such as the History of San Francisco will not satisfy the history of California requirement and are acceptable as electives units only.
- Course work must include a combination of US History and History of California. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 10/20 units.

### **Vocal Music**

- Course work may include theory and conducting.

### **Woods (industrial arts)**

### **World History**

- The course work must include at least one non-western country history.
- A western civilization course may be used for the world history supplementary authorization.

## References

### *Education Code*

Section 44256

### *Title 5 Regulations*

Sections 80057.5, 80089, 80089.1, and 80089.2

### *Leaflets*

For subjects added to elementary credential: <http://www.ctc.ca.gov/credentials/leaflets/cl629.html>

For subjects added to secondary credential: <http://www.ctc.ca.gov/credentials/leaflets/cl603.html>

## Questions

If you have additional questions, please contact the Information Services Unit toll-free at (888) 921-2682 between 12 noon and 4:45 p.m., weekdays or by e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).